

## 2007- 2008 Self Study Instructions



### Chairs Deadlines to Facilitate the BSI Self Study Meetings:

M., Oct. 8—Confirm three- person group

M., Oct. 22—Hold initial group meeting

M., Nov. 19—Hold final group meeting and compile findings

M., Nov. 26—E-mail self study matrix for your designated best practice

M., Dec. 3—Participate in the Priorities/ Action Plan meeting (Chairs required)

### Initial Meeting by Mon Oct 22nd:

(1) The chair sets up the meeting when all three group members can attend. To set a framework for your discussion, visit: [BSI Definition, Mission Statement and Goals](#).

(2) Before the meeting, all members should read the relevant pages in the “Poppy Copy” on their effective practice and review the assessment tools. To access the materials download the “[Poppy Copy](#),” and then go to the [BSI Self Study](#) page; in the far right columns of your effective practice are the page number(s) of the literature review.

(3) The first meeting is a meeting to figure out: What do we know and what do we need to know? To do so, discuss responses to the four questions for your effective practice. Please note: even if your effective practice is broken down into several parts, you only need to answer the one set of four questions for the whole practice. Also, if any of the pieces don't fit Skyline College, these practices are general templates...adjust as needed to fit the particular needs of Skyline. Use the [BSI Data](#) and [Resources](#) page for additional information. Next, decide what you still need to find out. Whom do you need to contact/interview? What additional research do you need to conduct/request? **This**

initiative is data and evidence driven, so this is a crucial aspect of the process. Decide who is going to pursue what information using what approaches before the next meeting.

(4) Before your final meeting, exchange your findings/research over email. Review the information before the final meeting.

#### Final Meeting by Mon Nov 19th:

(5) After all the research and information from the last meeting is gathered and reviewed, the group meets for the last time. In this meeting, the group answers the four questions on the assessment tool and fills out their proposed action plans on the matrix. This information will all be submitted to the State. It will also be presented at the Dec 3rd Priorities/Action Plan Decision meeting. The chairs and steering committee will be using this information to decide what activities to fund and implement in Spring 08.

(6) The chair compiles the information and emails it by Mon Nov 26th as an attachment to his/her section coordinator:

Sections A & C: Rachel Bell [bellr@smccd.edu](mailto:bellr@smccd.edu)

Section B: Jacquie Escobar [escobarj@smccd.edu](mailto:escobarj@smccd.edu)

Section D: Rick Hough [hough@smccd.edu](mailto:hough@smccd.edu)

(7) The completed [effective practice report is made public](#) and uploaded on the BSI site. The information is reviewed before the Dec 3rd meeting.

#### Priorities/Action Plan Decision Meeting on Mon Dec 3rd 2-5pm plus dinner!:

(8) All the chairs are asked to attend this final meeting, but any member of the BSI project is welcome to attend and add his/her voice in the decision-making process. At this meeting, we will look at all the proposed actions plans and select and prioritize the projects. We will decide which projects to fund and implement for Spring 08 and in later semesters. Also we'll propose people to lead the projects and their work will be funded by the BSI grant.